



United States Fish & Wildlife Service

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03/04/2003

Memorandum

From AD-Budg, Planning & Hum Res
Subject Transportation Subsidy Program-Distribution Date

The next quarterly distribution of transit media for April, May, and June is **Wednesday, March 12, 2003.**

Distribution of transit media to the employees who have already submitted their applications will be at the following locations and times:

Building Name	Address	Distribution Location	Time(s)
Main Interior Building	1849 C Street, NW Washington, DC	Cafeteria - North Side	First Letter of Last Name : A-H: 8:30 -11:00 a.m. I-Q: 11:00 a.m. - 1:00 p.m. R-Z: 1:00 - 3:30 p.m.
Arlington Square	4401 N. Fairfax Dr. Arlington, VA	Room 205	9:00 a.m. - Noon

When retrieving your transit media, you **must** present your Departmental Identification Card to the DOT agent and sign a Transit Benefit Certification Form.

IF YOU MISS THE DISTRIBUTION DATE: You have three options for your convenience:

(1) You may acquire and complete the "Authorization for Third Party Pick-Up of Transit Subsidy" form located on the web site noted below or in Room 1210-MIB.

(2) You may come to the **make-up day which is scheduled for Wednesday, March 19, 2003**, from 11:00 a.m. to 2:00 p.m., in the MIB cafeteria.

(3) You may go directly to the Department of Transportation headquarters building located at 400 7th Street, S.W., Plaza Level in Room 206, from 8:30 a.m. until 4:00 p.m., Monday through Friday (excluding holidays).

NEW ENROLLEES: You may apply for the Employee Transportation Subsidy Benefit

any time during the year. To obtain an enrollment form and/or get additional information about the program, visit the Division of Human Resources website at <http://hr.fws.gov/transportation.htm> or contact your bureau or office coordinator. Enrollment generally takes 5 working days from DOT's receipt of your application. If your enrollment does not coincide with the quarterly distribution, employees will be able to pick-up transit media from DOT.

Below you will find the 2003 quarterly distribution schedule and make up dates:

Primary Distribution	Make-up Distribution	Quarter (Months)
June 11, 2003	June 18, 2003	July, August, and September
September 10, 2003	September 17, 2003	October, November, and December

If you have any questions, please contact Kimm Slayton at (202) 208-5950.

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.